

ASSISTANT SUPERINTENDENT OF EQUIPMENT MANAGEMENT

NATURE OF WORK

This is responsible administrative and supervisory work assisting in directing the maintenance and repair of a wide variety of light and heavy automotive equipment and specialized equipment.

Work involves assisting in the preparation of the annual budget for the Equipment Management Section; writing specifications for new equipment; and developing programs and procedures for preventive maintenance on equipment. Work also includes compiling and analyzing data on equipment usage and maintenance; comparing repair and replacement costs; recommending the purchasing of equipment and supplies; coordinating and supervising the maintenance of all equipment. Work is performed under the general supervision of the Superintendent of Equipment Management with work being reviewed in the form of conferences, reports submitted, and results achieved. Supervision is exercised over skilled, semi-skilled, and unskilled subordinates.

EXAMPLES OF WORK PERFORMED

Coordinates and supervises the maintenance and repair of a variety of light and heavy automotive and specialized equipment; develops preventive maintenance schedules and procedures; develops safety and training programs for equipment usage.

Assists in budget preparation for equipment replacement; determines equipment to be replaced; estimates rental, maintenance, and purchasing costs.

Assists in determining equipment needs and requirements of operating divisions and in preparing specifications for new equipment to ensure that operating requirements are met.

Checks newly purchased equipment to ensure conformance with specifications.

Maintains maintenance records on all equipment; compares replacement costs and maintenance costs; maintains records of supplies, parts, and tools used.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the construction, assembly, adjustment, and maintenance of a wide variety of light and heavy automotive equipment and specialized equipment.

Thorough knowledge of the methods, techniques, and procedures involved in equipment maintenance and repair.

Thorough knowledge of the materials, parts, and supplies necessary to the maintenance and repair of equipment and facilities.

Ability to determine effectiveness of maintenance and repair programs and procedures.

Ability to plan, assign, and supervise the work of skilled, semi-skilled, and unskilled subordinates engaged in the maintenance and repair of equipment.

Ability to establish and maintain effective working relationships with co-workers, subordinates, and the general public.

Ability to prepare reports and maintain records.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent, supplemented by considerable experience in municipal public works construction and maintenance programs, equipment operation, maintenance, and repair or related field, plus experience supervising a group of skilled workers engaged in equipment maintenance and repair.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent, supplemented by experience in municipal public works construction and maintenance programs, equipment operation, maintenance, and repair or related field, plus some supervisory experience; or any equivalent combination of training and experience which would provide the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

City-County Personnel Director

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